

May 1, 2007

**MEMORANDUM**

**To:** Constitutional Officers, Superintendents, City Managers and County Administrators

**From:** Robyn M. de Socio, Executive Secretary

**RE:** IMPORTANT DATES FOR MAY AND JUNE PAYROLL AND EXPENSE REIMBURSEMENTS

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This memo is to inform you of important dates for submitting payroll and expense information toward the end of the fiscal year, and to remind you of changes to the reimbursement cycle - approved by the 2002 General Assembly.

Each year, the reimbursement of the June payroll will be made in the month of July (falling into the new fiscal year). Actual reimbursements received by your locality from the Compensation Board, within the fiscal year time frame, will include June of the old fiscal year and July through May of the new fiscal year. Because of this cycle, reimbursements for the months of June through May cannot exceed your total funds budgeted for the fiscal year. To ensure reimbursements for these months do not exceed your fiscal year budget, expenditures from June 2006 will be debited against your FY07 budgeted funds. After the May payroll has been processed, funds will be available out of the FY08 budget for the reimbursement of June 2007 expenditures. We ask that you certify the full amount of your reimbursement request and Compensation Board staff will determine the adjusted amounts to be sent to your localities based on the period of June 2006 through May 2007, ensuring that reimbursements for this time period do not exceed authorized FY07 funds.

Even with the cycle change from past years, the year-end time frame for May and June reimbursement process remains the same, with processing completed prior to the end of the fiscal year. This will ensure that June reimbursements will be received by the locality as early as possible in the month of July. If you have any questions concerning the attached schedule, please call your program Technician.

**Please forward this document to the individual responsible for entering data and/or certifying your online Payroll and Expense Report (COIN).**

We sincerely appreciate your cooperation and assistance in these matters.

Copy to: Charlene M. Rollins, Manager, Customer Service  
Charlotte Luck, Senior Budget Analyst  
Linda Gutshall, Fiscal Officer

Paige Curtis, Senior Fiscal Technician, Clerks/Commonwealth's Attorneys  
Kari Bullock, Senior Fiscal Technician, Treasurers/Commissioners  
Chuck Redden, Senior Fiscal Technician, City Sheriffs/Regional Jails  
Jennifer Styles, Senior Fiscal Technician, County Sheriffs

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**Circuit Court Clerks, Commonwealth's Attorneys,  
Commissioners of the Revenue and Treasurers**

**IMPORTANT DATES 2007**

**MAY 2007**

- **MAY 1, 2007**- April 2007 COIN Payroll & Expense Reimbursement screens will be available for certification.
- **MAY 1-31, 2007** - Enter May Personnel Changes (CB10s)
- **May 3** – Compensation Board offices will be closed due to Virginia's 400<sup>th</sup> Anniversary Celebration
- **May 8, 2007** - Last day to send docket requests requiring Compensation Board action affecting the current fiscal year.
- **May 8, 2007** – Last day to send docket requests to transfer vacancy savings to Temporary or Office Expense categories exceeding \$10,000.
- **May 8, 2007** - Last day to request a transfer of "Turnover" funds generated July 1<sup>st</sup>- April 30th to another base budget category. To view available vacancy savings and turnover funds in COIN follow the menu selections below:
  - COIN Main Menu
  - Select option 3- Reimbursement
  - Select option 9 – Fund Transfer Menu
  - Select option 5 - Vacancy Savings/Turnover details
- **May 10, 2007**- Officer & County/City Administrators must certify the April 2007 Payroll & Expense Reimbursements.
- **May 16, 2007**- Compensation Board Meeting.
- **May 28, 2007**- Memorial Day Holiday
- **May 31, 2007**- Last day to enter May 2007 personnel changes (CB10s)

**JUNE 2007**

- **June 1, 2007**- The May 2007 Payroll & Expense Reimbursements available for certification.
- **June 4, 2007**- Send requests to transfer salaries of "Vacant" full-time positions you do not plan to fill for the entire 2008 fiscal year.
- **June 5, 2007**- You must request reimbursement of all Approved FY07 Equipment (does not include Clerks TTF funds).
- **June 6, 2007**- Officer & County/City Administrators must certify May 2007 Payroll & Expense Reimbursement.

- **June 12, 2007-** All Docket requests due for June Board meeting
- **June 14, 2007-** This is the LAST day to enter June 2007 CB10s (personnel changes) and fund transfer requests not to exceed \$20,000. To view "Vacancy Savings select option 3- Reimbursement, option 9, then option 5.
- **June 15, 2007- The June 2007** COIN Payroll & Expense Reimbursements will be available for certification.
- **June 19, 2007-** Circuit Court Clerks must request reimbursement of all approved FY07 TTF Equipment in order for the locality to be reimbursed for the equipment in fiscal year 2007.
- **June 19, 2007-** Officer & County/City Administrators must certify the June 2007 Payroll & Expense Reimbursements.
- **June 20, 2007-** Compensation Board Meeting.
- **July 2-10-, 2007-** Circuit Court Clerks enter Excess Fees in COIN.